

6 FEB 1975

MEMORANDUM FOR: Chief of Station, [REDACTED] STATINTL

SUBJECT : Effective Communication

REFERENCE : Your memorandum, same subject
dtd 21 January 1975

1. Your memorandum regarding the lack of ability of BOC students to use the English language in both spoken and written form exemplifies a frustration that operations training has lived with for a long time. While I share your concern in this matter, I do not feel that the [REDACTED] has any responsibility for improving the basic writing skills of the students. The BOC has a concern for teaching its students reporting formats and modes of expression common to information and operational reporting. The Functional Training Division offers several courses in writing, in the information reports field, and in the preparation of intelligence reports. Both of these types of programs are concerned more with format rather than the basic writing process. The United States Department of Agriculture Graduate School also offers a course in the Agency at a very basic level as a "how-to-write" course. We also have available some self-study programs essentially in the "good writing tips" department.

2. In the case of professional officers, we depend almost entirely on the screening for this characteristic in the recruitment process. In the case of Career Trainees, the Career Training Staff should and does, I am sure, consider this to be one of the criteria upon which hiring decisions are made. I have sent a copy of your memorandum to the Chief of the Career Training Program.

3. In line with your request to have someone at Headquarters review the state of the art for effective writing and provide you with suitable materials, I have asked Henry [REDACTED] of the Functional Training Division to assume this responsibility. Mr. [REDACTED] will contact [REDACTED] and attempt to clarify [REDACTED] needs. Based on this discussion I hope that [REDACTED] will be able to provide some suitable materials.

Alfonso Rodriguez
Director of Training